



# Lamoine Board of Selectmen

606 Douglas Hwy  
Lamoine, ME 04605  
(207) 667-2242  
town@lamoine-me.gov

## Recreation Department Policy December 11, 2014

### Organization

The Lamoine Recreation Department shall be run by a committee appointed by the Board of Selectmen. Initially, the committee would consist of 5-members, with one member serving until June 30, 2015; two members serving until June 30, 2016; and two members serving June 30, 2017. Beginning July 1, 2015, appointments would be three years in length, terms expiring on June 30 of the appropriate year.

The committee will select a chair, a vice chair/treasurer, and a secretary. Job descriptions are:

Chair – Runs all committee meetings. Acts as the liaison with the Board of Selectmen through the Administrative Assistant. Responsible for recommending formal appointments of department personnel.

Vice Chair/Treasurer – In the absence of the chair, runs meetings. Assists chair with committee activities. As treasurer, keeps responsible for submitting any revenues to the Lamoine Town Treasurer, approving expenditures to be submitted to the Town Treasurer for inclusion on the municipal warrant, and to report to the board the state of finances of the department.

Secretary – Responsible for keeping meeting minutes, corresponding with town officials, and others as needed. Develop meeting agendas in cooperation with the chair/vice chair.

### Purpose

The Lamoine Recreation Department is organized to organize, administer, and supervise a municipal recreation program in the interest of the entire community and in conjunction with recreation options that already exist – including but not limited to options offered by the Lamoine School Department and the Downeast Family YMCA. The Department will be run by a volunteer committee appointed by the Board of Selectmen. This committee will initially analyze what exists for programs and facilities within the town. It will then determine what programs might be desired by townspeople and whether the municipality has the facilities and personnel to operate a particular program. It shall recommend programs to the Board of Selectmen which retains responsibility for final authorization.

### Operational Details

#### Meetings

The Recreation Committee will meet at least once per quarter, and more often as needed. The meetings will take place at either the Lamoine Town Hall or the Lamoine Consolidated School depending on availability. An agenda shall be developed by the Committee chair and transmitted to the Lamoine Town Office for official posting at least 1-week prior to the scheduled meeting. All meetings are open to the public and may be televised on the town's Cable TV system.

### Program Offerings

The committee will decide which programs should be offered by and for the community. An analysis of facility needs, program costs, available personnel, and other factors shall be made for each potential offering. The committee will propose a director for each program, who shall be in charge of the operation of each program under the auspices of the Recreation Committee. Once a program receives Recreation Committee approval, a formal program outline will be submitted to the Board of Selectmen through the Administrative Assistant. The outline shall include a description of the offering, the name of the program director, and the budget for the program offering. The Selectmen shall make the final decision on whether the program will be offered by the Recreation Committee. Following completion of the program season, if applicable, the Recreation Committee will evaluate the program's effectiveness based on such factors as the number of participants, evaluations of participants, and financial considerations. The evaluation shall be supplied to the Board of Selectmen.

### Budget

The Recreation Committee shall prepare a budget to be considered by the Lamoine Town Meeting. The budget shall be developed no later than November 1 of each year and submitted to the Lamoine Budget Committee for recommendation on inclusion in the Town Meeting warrant.

### Accounting

Any program fees charged for participation in the program shall be collected by the director and turned over to either the Committee Vice Chair/Treasurer or directly to the Town of Lamoine Treasurer. The Town Treasurer shall generate a receipt for each aggregate sum submitted for deposit. The Town shall account for each program by setting up a separate Recreation Program accounting entity. Quarterly the Town Treasurer shall prepare an accounting for the Recreation Department showing all program revenues, and all program expenses. Copies of this report shall be provided to the Board of Selectmen and the Recreation Committee.

### Reporting Required

The Recreation Committee shall prepare an annual report to be submitted to the Board of Selectmen for inclusion in the Town Report. The report shall include a listing of the programs sponsored by the committee, the number of participant, and other items of

interest to the town. The Board of Selectmen, from time to time, may request other report information from the Recreation Committee.

#### Personnel Compensation

The appointed Recreation Committee shall serve as volunteers, but may be reimbursed for approved expenses such as mileage. The program director for each program may be compensated under agreement by the Recreation Committee. All compensated program directors shall be employees of the Town of Lamoine, subject to tax withholding and paid through the town's payroll upon written approval by the Recreation Committee. Others associated with the program, such as officials, will be compensated as independent contractors, and must submit the proper W9 form to the Town of Lamoine prior to compensation. Program directors and other key supervisory participants may be subject to criminal background checks, and the Selectmen reserve the right to reject suggested personnel due to unfavorable findings.

#### Facilities

Whenever possible, programs will be coordinated with the Downeast Family YMCA. Priority to programs will be to use municipal facilities such as the athletic fields behind the Lamoine Consolidated School, the school gym, Lamoine Beach Park, Bloomfield Park, or the Lamoine Town Hall.

#### Insurance

Approved programs shall be insured for general liability by the Town of Lamoine. Workers Compensation and Unemployment Compensation Insurance will be extended to employees as noted above. Prior to participating, those taking part in approved program offerings will sign an agreement regarding responsibilities with the Town of Lamoine. The program director must collect said form prior to participation. The Town of Lamoine shall develop this participation form in conjunction with its insurer.

Approved this 11<sup>th</sup> day of December, 2014 by:

/s/ S. Josephine Cooper  
/s/ Gary McFarland, Chair  
/s/ Bernard Johnson, Jr.  
/s/ Nathan Mason  
/s/ Heather Fowler

*The Lamoine Board of Selectmen*